

Spec. Code: 3475
Occ. Area: 03
Work Area: 216
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 05/07/97

DEPARTMENTAL INFORMATION SUPERVISOR

Function of Job

Under administrative supervision from designated administrative officer(s), to be responsible for information services related to the operations of a large and complex university departmental unit.

Characteristic Duties and Responsibilities

1. supervises an operation that provides prompt and accurate departmental and institutional information to the public, students, faculty, and staff
2. orients and trains staff in standard departmental operating procedures, as requested
3. coordinates written and oral communication services of the department, including telephone and auxiliary equipment
4. establishes and maintains an in-service departmental training program
5. evaluates and, as required, implements departmental systems and procedures
6. is responsible for determining communications equipment needs and for requesting required maintenance service
7. supervises, trains, and coordinates activities of assigned personnel
8. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. five years of administrative and/or supervisory office experience that included supervision, organization, and coordination of work programs and responsibility for the performance of those supervised

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of oral communications equipment
2. administrative ability
3. supervisory ability